

HiCAMS User Guide

Chapter 1: Getting Started

Section 3: New Users Contract Administration Guide

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Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at (919)733-2210.

Date	Version	Description	Author
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About This User Guide

This User Guide provides new users with a quick guide to how a contract is administered using the NCDOT's **H**ighway **C**onstruction and **M**aterials **S**ystem (HiCAMS).

HiCAMS is used for Contract Administration, Materials Tracking, and Payment to the contractor.

- Contract Administration tasks include entering Subcontracts and Contract Adjustments (Supplemental Agreements and Claims).
- Materials Tracking tasks include entering Material Receipts, Samples, and Densities.
- Payment tasks include entering Pay Records, Ticket Books, Material Prepayments, Incentives and Penalties, and creating Estimates.

For complete information about these topics, please consult the corresponding HiCAMS User Guide. The User Guides can be accessed through the Help Menu in the HiCAMS application or online at

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html

In order to effectively administer a Contract in HiCAMS, the following items are needed:

- The Executed Contract - including DBE information (available from your Division Contract Officer)
- A copy of the NCDOT Construction Manual. The Construction Manual is available online at http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/construction/. Hard copies can be obtained by contacting Sherell Williams (sherellwilliams@ncdot.gov) in the Construction Unit.
- Progress schedule and written narrative (required for estimate processing)

Contract Administration Process using HiCAMS

This user guide is set up in the approximate sequence that these actions would be encountered by the user administering a Contract in HiCAMS. The event that triggers the action is used as the beginning of the topic. The term Resident is used to describe anyone who is performing the Contract Administrator role in HiCAMS. Staff members performing support tasks are referred to with the roles defined in a Resident Engineer's office.

Note: *If you feel you should be able to access a window and you are unable to do so, please contact Marie Novello at (919)733-2210.*

☐ **Resident receives notification that Contract has been Authorized.**

Once a contract has been awarded, the data is transmitted to HiCAMS. The contract is listed in the **Functions > Contract Maintenance > Authorize Contracts**

When the contract is Authorized at the Construction Unit, a notification is sent to the assigned Resident Engineer. Use the Go To button in the Notification window or navigate to **Functions > Contract Maintenance > Activate Contracts**.

1. Fill in the cover sheet:

- Fill in a contract nickname - this will be what is displayed in the Contract Selection description field.
- Select an Estimate End Day. This can be changed in Review Contract Details after Contract is activated. If the Contract is a Stimulus contract, the estimate end date must be the 7th of the month.
- Select a project Engineer using the Staff icon. This is the person responsible for the day to day administration of the contract (usually the Assistant Resident Engineer.) If the person who will be performing this is not available, contact Marie Novello to have the staff record updated for your use.
- If the contract has the Fuel and/or an AC adjustment provision, enter the base price listed in the provision.
- The Work Start Date can be completed now, if known, or when work begins in Review Contract Details.
- If the contract has the twelve month guarantee provision, check the box next to Project Guarantee, and enter the number of months if longer than 12.
- Add additional Route information if necessary.

2. Perform Verifications. (Position the mouse in the Verify box found in the lower right corner and Rt-Click. Select from the list.)

Verify the Contract Bill Of Materials (CBOM)

- Add materials to Line Items that have a check in the column "Check for Materials" if required. Not all line items checked need materials.

Note: *Adding materials to the CBOM for a line item does not make the Check for Materials indicator uncheck.*

- Delete materials that are not being used on your contract.

- Set conversion factors for materials with Master Conversion Unknown checked.

Note: To find these items, go to **Inquiries > Standard Reports > Contract BOM Report**. Any Material that has Y in the column Master Conversion Unknown will need to have a conversion factor entered or the material will need to be deleted from the Line Item.

- Click Verify. A Comment is not required.

Note: Materials and Conversion Factors on the CBOM can be updated throughout the life of the contract.

Questions regarding materials can be directed to the Materials and Tests Unit at (919)329-4357 or your M&T Section Materials Specialist (SMS). The name and phone number of the SMS assigned to your contract can be found on the Staff Tab of the Contract Details window.

Verify the Line Item Indicators

- Confirm that the Contract Major and Specialty Line Items as specified in the contract are checked. These designations are used in the Percent by Prime calculation. See Section 108-6 of the specifications for more details on this calculation.

Note: Some contracts do not have Major or Specialty Line Items.

- Check AC Adjustment indicator only for Liquid AC (if adjusted) not the asphalt products.
- Check the Fuel Adjustment indicator for any items that have Fuel Adjustment (See Contract). For any item which needs to have Fuel Adjustment calculated and does not allow you to click the checkbox, enter the Fuel Factor from the Contract and tab out of the field. The Fuel Adjustment indicator will check itself.
- Click Verify. A Comment is not required.

Verify the Contract Times

- The Contract Time is 00. No changes can be made to it by users. If an error is discovered, contact the Construction Unit at (919)733-2210.
- Intermediate Contract Times (ICTs) are numbered sequentially starting with 01.
- If the contract has an ICT and it is not listed in the Review Contract Times window, use Insert to enter it.
- Click Verify. A Comment is not required.

3. Activate the contract.

Possible Error:

If you receive an error message requiring that a Fuel or AC Base Price be entered, there are two possible reasons.

If the contract does not have Fuel and/or AC adjustments, return to the Line Item Indicators screen and uncheck the AC and Fuel Adjustment indicators that are checked.

If the contract has Fuel and/or AC Adjustments, confirm that a base price has been entered, and that at least one line item has a check box checked for each type of adjustment, as specified in the Contract.

☐ **Before work begins**

1. Obtain at least two copies of the executed contract, one for the office, and one for the field inspector. For Division Let contracts, contact your Division Contract Officer. For Centrally Let contracts, contact the Contract Standards Unit at 919-250-4128.
2. Hold the Preconstruction Conference (See the Construction Manual for details)
3. Set up Pay Record books using the Construction Manual as a guide.
4. Print a copy of the Contract Bill of Materials (CBOM) standard report.

Note: *The CBOM report will identify all the materials currently assigned to Line Items on the Contract. It lists the Conversion factor and How Received information for each one. This printout can be used as a reference for data entry in HiCAMS Contract Tracking.*

If the contract Line Item does not appear on the list, it does not mean that Materials are not required! It only means that a material has not been assigned to the line item. The CBOM should be updated with materials that are incorporated into the project.

5. Print a copy of the Minimum Sampling Guide (MSG) by Contract standard report.

Note: *The MSG report lists the Method of Acceptance, Required Certifications, and Testing Requirements for all the materials currently assigned to Line Items on the Contract.*

6. Obtain copies of approved Subcontract agreements. Subcontractors cannot perform work on the project until they are entered and approved in the HiCAMS. In addition, confirm that the Subcontractor is prequalified to perform the specific items being subcontracted. This information can be found in DOH Vendor.

☐ **Contractor submits Subcontractors for approval**

As stated in Subsection 108-6 of the Specifications, the contractor must have the written consent of the Engineer to sublet work on the contract. To obtain this consent, a Request for Subcontract must be submitted on the appropriate form (RS-1A, -1B, -1C, and -1D). These forms are available online at <https://apps.dot.state.nc.us/quickfind/forms/default.aspx#0> (Search for RS-1).

Entering Subcontracts into HiCAMS and Approving them transmits the Awards data to SAP for Federal reporting. This should be accomplished as soon as the Resident Engineer has validated the request.

Refer to the Records and Reports section of the Construction Manual for complete details on Subcontract Approval. The Construction Manual is available online at http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/construction/

To enter Subcontractor Information into HiCAMS, navigate to **Functions > Contract Maintenance > Review Subcontracts**. All firms that are DBE certified must be identified as such when the Subcontract is entered.

Step by step instructions on entering Subcontract data into HiCAMS is available in the HiCAMS User Guide "Review Subcontractors" found in Chapter 2 at: http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html

Possible Error:

The Subcontractor submitted is not shown on the drop down list. Contact the Contractual Services Unit's Contractor Qualifications Section at (919)733-5616.

Possible Error:

The Subcontractor submitted is shown but does not have the stated certifications. Contact the Contractual Services Unit's Contractor Utilization & Certification Section at (919)733-5616.

☐ Project Samples are taken

Samples for contracts being administered through HiCAMS should be entered with the Sample Owner set to Project, and the Testing Category set to Acceptance.

The Contract number should be entered in the Contract Number field.

All technicians performing Samples must have the appropriate active M&T Testing Certifications.

Note: *If the Material being sampled does not appear on the Materials list for the Contract, it needs to be added to the appropriate line item on the Contract Bill of Materials.*

☐ ***Materials are delivered to the project***

Materials that are to be incorporated into the project must either be received on an M&T Materials Received Report (MRR) or compiled into Ticket Books. Invoices, alternate ID lists, bills of lading, certifications, etc., should be attached to the MRR.

Material acceptance methods are detailed on the MSG by Contract report. All required items must be obtained so that the data can be entered into HiCAMS.

To enter the electronic MRR in HiCAMS, go to **Functions > Contract Tracking > Review Material Receipts**.

Step by step instructions on entering Material Receipt data into HiCAMS is available in the HiCAMS User Guide "Review Material Receipts" found in Chapter 4 at:
http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html

☐ ***Concrete is received on the project***

Concrete Mix Designs must be submitted for approval in accordance with Section 1000-4 of the Standard Specifications.

Samples must be taken in accordance with the Minimum Sampling Guide.

Concrete Batch tickets are compiled and quantities are entered into HiCAMS using the Review Material Receipts window.

☐ ***Paving is done on the project***

Placement of the asphalt is accepted based on Density tests per lot placed. Depending on your division, the Density information may be entered at the Resident Engineer's office or at the Division QA lab.

To enter Densities, navigate to **Functions > Density** and select the appropriate Density type from the list.

☐ ***Other work is performed on the project***

When a task on the project is completed satisfactorily, measurements are made and recorded in a Pay Record Book. Guidance about how the work should be measured may be included in the Specifications. Additional guidance including sample pay record book entries can be found in the Records and Reports section of the Construction Manual.

☐ ***Changes are made to the Contract***

If changes to the contract are necessary, a Supplemental Agreement needs to be executed. To enter a Supplemental Agreement, navigate to **Functions > Contract Adjustments > Review Supplemental Agreements**. Step by step instructions on entering Supplemental Agreements into HiCAMS is available in the HiCAMS User Guide "Review Supplemental Agreements" found in Chapter 3 at:

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html

Remember that a Supplemental Agreement can impact either time or line items or both. It is acceptable for a supplemental agreement to be created without a time extension.

☐ ***Monthly Estimate is due***

As work is completed, entries are made in a Pay Record Book. As materials received by ticket are delivered to the project, ticket books are compiled. To be included in an Estimate payment, an electronic Pay Record or Ticket entry must be made in HiCAMS.

Enter Pay Record and Ticket data

To enter Pay Records or Tickets, navigate to **Functions > Contract Tracking > Review Pay Records** or **Review Tickets**.

The date entered in HiCAMS for the Pay Record entry should be the date that the work was entered in the pay record book.

Note: *If the date of the entry made in the Pay Record book is AFTER the Estimate End Date that is being generated, use the Estimate End Date for the Pay Record date in HiCAMS.*

Note: *HiCAMS Pay Record Entries can either be made for each pay record entry in the Pay Record Book, or for the page or estimate page total. At the end of the project, electronic entries will be verified by page total.*

The date entered for the Ticket Book entry should be the date that the Material was incorporated into the project. An exceptions to this rule is in the case of Erosion Control Materials that are stockpiled. See the Construction Manual for guidance on this topic.

Records dated between the Estimate From Date and Thru Date are included in the current estimate. Entries dated after the Estimate Thru Date can be entered but will not be included for payment until the next estimate period.

Enter Penalties or Incentives

A Contractor may receive an Incentive for performing work such as Seeding during a specified time period, or receive a Penalty for unsatisfactory work. Most Incentives are entered in the Review Pay Adjustments (PAR) window. Navigate to **Functions > Contract Tracking > Review Pay Adjustments** to enter Incentives.

Penalties are assessed using the same window, but the navigation is from the source of the Penalty. To assess a penalty for a failing Density or Sample, use the PAR button in the Density or Sample window to access the Review Pay Adjustments window.

Once the PAR has been Approved, a Pay Factor is created by clicking on the New Button.

Note: *The Pay Factor will appear twice after the Line Item on the Estimate, once as a deduction at 100% of the bid price, and a second time as a payment for the reduced or increased amount. Be sure to always create a payment entry at the 100% price before creating the Incentive/Penalty.*

Generate and Review the Estimate

An Estimate payment should be made monthly, on the same day of the month every month. The Estimate end date is entered on the Dates tab of Review Contract Details.

Note: Calculations for Asphalt Cement and Fuel Adjustments are computed using the Average Terminal Price (ATP) in accordance with Subsections 620-4 and 109-8 respectively. These specifications state that the average terminal price in effect on the first day of the month in which the partial payment period ends will be used to make payment adjustments. This is why it is imperative that the estimate end date is consistent throughout the life of the project.

After all payment data has been entered, navigate to **Functions > Contract Estimates > Generate Estimates**.

Enter any information you wish the Contractor to read in the Remarks section. Enter any information for DOT only in the Comments section.

Generate the Estimate. Generating the Estimate sets the status to Pending RE Approval. When the Generate process is complete, Review the Estimate for accuracy of data entry.

In the Review Estimates window, data entry is required in the % Complete by Progress Chart, Overrun/Underrun to Date, and Estimated Completion Date fields.

Click on the Open Issues tab and address any items that are listed. For help with the Open Issues tab, see the HiCAMS User Guide "Review Estimates - Open Issues Tab" found in Chapter 5 at:

http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html

Check the deductions on the Prepayments tab and make sure they reflect the amount of work performed on the corresponding Line Items.

When the estimate is ready for payment, Forward it to the Construction Unit for processing. The status becomes Pending CCU Approval. If an error is found after the

estimate has been forwarded, contact Norita Deans or Steve Leonard of the Construction Unit at (919)733-2210.

When CCU approves the estimate, the status changes to Processed, and the electronic transactions are sent to SAP. When Fiscal approves the payment, the status changes to Paid.

Review DBE Payment tracking

The contractor is required to record all payments made to DBE subcontractors, committed or not, in the Department's DBE Payment Tracking website. These payment amounts are then approved by the Resident Engineer.

The Standard Report "DBE Payment Report" provides the approximate value of the work performed by each DBE subcontractor and can be used to validate the amounts entered into the DBE tracking system.

It is imperative that the DBE Payments are kept up to date in the Tracking System and that ALL payments are entered before the Final Estimate is paid. This data is used for FHWA reporting.

Review Audit Materials window for Material Discrepancies

The two main purposes of HiCAMS are to create Contract payments and to Certify that the Materials used in the contract have been accepted in accordance with the Specifications.

The Audit Materials window provides summary and detail information about discrepancies between paid quantities and accepted quantities. The core of this data is the Materials that are entered on the Contract Bill of Materials. Entries for Pay Records, Tickets, Material Receipts, and Samples or Field Inspection Reports complete the data.

To review the Audit Materials window, navigate to **Functions > Contract Tracking > Audit Materials**.

It is imperative that the Department is able to demonstrate that Critical Materials used to construct the project have been accepted in accordance with the specifications.

Before Final Payment is made, all Materials issues should be resolved. This data determines how much FHWA reimbursement the Department receives.

For assistance with this function, please contact either the Construction Unit or Materials and Tests Unit.

☐ ***Work is complete - Final estimate is due***

When the Contractor has completed all the project work, the final payment is made. For guidance on how to prepare the Final Estimate Assembly, please consult the Construction Manual.

Be sure that all required DBE and Materials reporting is complete before transmitting the Final Estimate for approval.

Remember

1. The Construction Manual
(http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/construction/) provides specific guidance on the topics covered in this user guide.
2. HiCAMS User Guides
(http://www.ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/UserGuide/Index_User_Guide.html) provide step by step instructions for many areas of HiCAMS.
3. For answers to specific questions about Contract Administration, contact the Construction Unit at (919)733-2210. For answers to specific questions about Materials, contact the Materials and Test Unit (919) 329-4357.